

Winooski Memorial Library Committee Member Description

Overview

Under the direction of The Winooski Memorial Library, Library Committee Members will work with the Library Director and City Management to ensure that the Winooski Memorial Library enriches lives, builds community and fosters success by bringing people, information and ideas together. To best represent our diverse community, we are especially seeking volunteers who identify with New American, BIPOC, and youth populations. Those who speak English as a second language are encouraged to apply - what programs, services, and changes do you want to see in your library?

Responsibilities

- Attends Library Committee meetings and participates appropriately.
 - Prepares for Library Committee meetings by reviewing meeting minutes and other pertinent documents.
 - Serves on subcommittees or as liaison, as necessary.
- Establishes and reviews by-laws which outline the operating procedures of the Library Committee.
- With the Library Director, establishes library policies and reviews them on a regular schedule, updating as needed.
- Advocates for adequate funding levels for library operations and maintains understanding of library's financial situation.
- Stays informed about services offered by the library and promotes services to the community.
- In collaboration with City Management and policy, hires, evaluates and dismisses the Library Director.
- With Library Director, creates a strategic plan to guide library operations and resource allocation.
- Oversees and allocates non-General Fund monies.
- With Library Director, prepares and presents annual report to City Council.
- Collaborates and cooperates with other city departments and community organizations.
- Takes part in professional development offerings.
 - Support basic library tenets, such as intellectual freedom, Freedom to Read, confidentiality of patron records, Library Bill of Rights, and the public's right to information.



Requirements

- All volunteers must follow the expectations and guidelines outlined in the City's Volunteer Handbook (provided to volunteer during application process).
- Have a commitment to the best interests of the Library and the community
- Able to communicate effectively
- Have an interest in setting policy and procedures
- Be available to meet monthly for 90 minutes.

Points of Contact

Nathaniel Eddy
Library Director
802 655 6424
neddy@winooski.vt.gov

Note: Volunteers may perform other related duties to meet the ongoing needs of the organization. Failure to comply with any requirement listed here, including violation of any Volunteer Program Guidelines or City Policies may result in release from the Volunteer Program.

